



Town of Whitestown
Department of Building and Planning
6210 Veterans Dr
Whitestown, Indiana 46075

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NEW RESIDENTIAL SINGLE-FAMILY & TWO- FAMILY HOME BUILDING PERMIT APPLICATION PACKET

This packet includes details for the documents needed to complete the application process for a new residential single-family or two-family home.

- Submit application and materials either by
 - **E-mail:** planning@whitestown.in.gov ----Please merge all documents and materials into one single PDF attachment in the order of the submittal checklist (Page 2).
 - **In person:** See Lauren Bailey in the Building and Planning Department at 6210 Veterans Dr. Whitestown, IN
 - **Mail:** Send application and materials to Building and Planning Department at 6210 Veterans Dr. Whitestown, IN
- Applications whose plans are larger than 11"x17" must be submitted entirely in electronic format (email, CD, or jump drive).

A complete application includes:

- | | |
|---------------------------------|-------------------------------------|
| • Application | • Proof of Sewer and Water Services |
| • Drainage Permit | • Driveway Permit |
| • Site Plan | • Erosion Control Plan |
| • Energy Efficiency Certificate | • Construction Plans |
| • Notice of Demolition | |

SUBMITTAL CHECKLIST

_____ **Application:** Fill out all applicable fields completely.

_____ **Parcel Number:** Visit the Boone County GIS website www.boonecounty.in.gov for this 10-digit ID number. Click "GIS">"AGREE">Search by address or zoom in on the parcel to obtain the detailed information.

_____ **Proof of Sewer & Water Services:** Proof of proper billing accounts are set up for sewer/water service. Contact Whitestown Utilities, 6210 Veterans Dr. Whitestown, IN, 765.733.8584.

_____ **Drainage Permit:** Contact Boone County Surveyor, 116 W Washington St, Room 102, Lebanon, IN 46077, 317.483.4444.

_____ **Driveway Permit:**

Local Roads: Town of Whitestown

6210 S. 100 E. Whitestown, IN 46075

County Roads: Boone County Highway Department

1955 Indianapolis Ave, Lebanon, IN 46052

State Roads: State Highway Department

P.O. Box 667. Crawfordsville, IN 46933

_____ **Site Plan:** ONE hard copy 8.5"x11"

_____ **Erosion Control Plan:** 8.5"x11"

_____ **Energy Efficiency Certificate:** 8.5"x11"

_____ **Construction Plans:** ONE hard copy floor plans and a complete cross-section of the proposed structure 8.5"x11" and ONE hard copy 8.5"x11"

PERMIT FEES AND OTHER FEES

Fees are not paid until the permit has been issued and is ready for pick up.

NEW SINGLE-FAMILY OR TWO-FAMILY HOME

\$275 base fee + applicable inspections:

- Temporary Electric.....\$125
- Footing or Slab/Foundation.....\$125
- Rough-in Electric.....\$125
- Rough-in Plumbing.....\$125
- Rough-in HVAC.....\$125
- Final.....\$125

PARK IMPACT FEE

Beginning July 1, 2014, all new primary structures are required to pay a Park Impact Fee.

Single- Family.....\$953

Two- Family.....\$1,525 (\$715/unit)

EDC FEE

Per Ordinance 2005-23, all new primary structures are required to pay an Economic Development Fee.

Two- Family.....\$100 (\$50/unit)

Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

Beginning work without securing permits will be assessed a fine of **twice** the calculated permit fee. Fine must be paid before a permit will be issued.

- Questions about inspections or code requirements can be directed to the Whitestown Building Inspector at 317.942.1553

PERMIT APPLICATION

This application is being submitted for:

☐ Residential Accessory Structure

For office use only

Permit Number: _____

Permit Fee: _____ EDC Fee: _____

Park Impact Fee _____

Issued: _____ Expires: _____

Date Application is Submitted:	Driveway Permit:	Drainage Permit #:	Sewer/Water Permit #:
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Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

Location Information

Address of location to be improved (street, city, state, zip):		
Subdivision:	Section #:	Lot #:
Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	Other:
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understand this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____